

ET HANDBOOK NO. 406  
ETA 9002 DATA PREPARATION HANDBOOK

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28. Job Search  
Activities



All applicants provided services which are designed to help the jobseeker plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, provision of specific labor market information and development of a job search plan.

*"Resume Assistance" --Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same.*

*"Job Search Workshops" --An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development.*

*"Job Finding Clubs" have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs.*

*"Provision of Specific Labor Market Information" --Information concerning occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries.*

*"Job Search Planning" -- Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.*

29. Referred to  
Employment



A referral to employment is

(a) the act of bringing to the attention of an employer an applicant or group of applicants who are available for a job and

(b) the record of such a referral. It means the same as "referral to a job."

30. Referred to a  
Federal Job



All veterans who are referred to a job opening filed with a placement office by a department or agency of the Federal Government or other entity under the jurisdiction of the U. S. Office of Personnel Management.

31. Referred to FCJL  
Job



All veterans referred to a job opening listed by an employer identified as a Federal contractor.

**NOTE: This item is not required for "Disabled Veterans."**

32. Referred to a  
Permanent Job  
(+150 days)



All applicants in each category who meet the definition for Referred to Employment who are referred to a job expected to last over 150 days.

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33. Entered  
Employment



This is the unduplicated count of applicants who entered employment by job placement or obtained employments.

34. Job Placements



The hiring of an applicant by a public or private employer after referral to a job by the ES or by other co-located or outstationed staff in cooperation with the ES agency provided that all of the following steps were completed:

- (a) prepared a job order prior to referral except in the case of a job development contact on behalf of a specific applicant,
- (b) made prior referral arrangements with the employer,
- (c) referred an individual who was not designated by the employer except for referrals to agricultural job orders for a specific crew leader or worker;
- (d) verified from a reliable source, preferably the employer, that the applicant had entered work, and
- (e) recorded the placement in the agency data base.

35.-38. Placements  
by Age

Self-explanatory.

*This item also includes placements in OJT, work experience and PSE.*

39. Placed in Federal  
Jobs



All veterans placed in a job opening filed with a placement office by a department or agency or other entity under the jurisdiction of the U.S. Office of Personnel Management.

40. Placed in a FCJL  
Job



All veterans placed in FCJL Job. Use the same definition as "34. Job Placements" in jobs listed by Federal contractors.

**NOTE: This Item is not required for "Disabled Veterans."**

41. Placed in  
Permanent Job  
(+150 days)



All applicants placed in a job expected to be over 150 days duration.